

**UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF COLORADO**  
Bankruptcy Judge Elizabeth E. Brown

In re:	)	
	)	
@	)	Bankruptcy Case No. @ EEB
EIN: @	)	Chapter 11
	)	
@	)	Bankruptcy Case No. @ EEB
EIN: @	)	Chapter 11
	)	
Debtor.	)	<b>(Jointly Administered under Case No. @ EEB)</b>

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**NOTICE OF ORDER ESTABLISHING PROCEDURES AND BAR DATE FOR THE  
FILING OF PROOFS OF CLAIM OR INTEREST PURSUANT TO BANKRUPTCY  
RULE 3003(c)(3) AND REQUESTS FOR ALLOWANCE OF ADMINISTRATIVE  
EXPENSE CLAIMS UNDER 11 U.S.C. §503(B)(9)**

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TO INDIVIDUALS AND ENTITIES WHO MAY BE CREDITORS OR INTEREST HOLDERS  
OF THE DEBTORS:

Please take notice that the Bankruptcy Court has entered an Order establishing procedures and a bar date for filing proofs of claim or interest pursuant to Bankruptcy Rule 3003(c)(3) and Motions for Allowance of Administrative Expense Claims under Bankruptcy Code § 503(b)(9) as follows:

- (a) All proofs of claim or interest must be filed with the Clerk of the Bankruptcy Court by e-filing, by mail or in person, such that they are received no later than **5:00 P.M. PREVAILING MOUNTAIN TIME ON OR BEFORE @** (the “Bar Date”), at the following address:

Clerk of the United States Bankruptcy Court  
United States Customs House  
721 19<sup>th</sup> Street  
Denver, CO 80202.

**PROOF OF CLAIM AND INTEREST ARE NOT  
DEEMED FILED UNTIL ACTUALLY RECEIVED BY  
THE CLERK.**

- (b) Any creditor believing it is entitled to an administrative expense claim under Bankruptcy Code § 503(b)(9) for the value of goods sold to the Debtor(s) in the ordinary course of business within 20 days before the date this case was filed must file a Motion or Request for Allowance of Administrative Expense Claim clearly indicating in the caption and title to which debtor(s) the motion applies, along with proper L.B.R. 9013-1 Notice, with the Clerk of the United States Bankruptcy Court for the District of Colorado, U.S. Custom House, 721 19th St., Denver, CO 80202-2508 by e-filing, in person or by mail, such that they are received no later than the Bar Date and served on counsel for the Debtor(s) so as to be received by the Bar Date at the address set forth below. REQUESTS FOR ALLOWANCE MUST BE FILED IN THE LEAD CASE AND ARE NOT DEEMED FILED UNTIL ACTUALLY RECEIVED BY THE CLERK.
- (c) **ANY CLAIMS, INTERESTS OR MOTIONS FOR ALLOWANCE OF ADMINISTRATIVE EXPENSE CLAIM UNDER BANKRUPTCY CODE § 503(b)(9) NOT FILED OR TIMELY SERVED BEFORE THE BAR DATE SHALL BE DISALLOWED.** Any individual or entity that is required to file a proof of claim or interest or a Request for Allowance by the Bar Date and that fails to do so shall not be treated as a creditor or interest holder for the purposes of voting or distribution, may not receive any further notices of mailings in this Chapter 11 case and any claim of such individual or entity shall be forever barred.
- (d) IT SHALL NOT BE SUFFICIENT TO FILE A PROOF OF CLAIM ASSERTING AN ADMINISTRATIVE EXPENSE CLAIM UNDER § 503(b)(9) WITHOUT FILING AN APPROPRIATE MOTION OR REQUEST FOR ALLOWANCE AND L.B.R. 9013-1 NOTICE BY THE BAR DATE.
- (e) Any creditor holding a claim arising prior to date of Debtor's Chapter 11 bankruptcy filing, @, shall file a proof of claim with Court if the claim is: (i) not scheduled, (ii) scheduled as disputed, contingent, or unliquidated, or (iii) if such creditor disagrees with the amount of the scheduled claim.
- (f) Following the Bar Date, a creditor or interest holder shall not be allowed to amend a claim or interest deemed filed on its behalf pursuant to Bankruptcy Code § 1111(a) by virtue of the listing of such claim by Debtors in their respective bankruptcy schedules. Nor shall a creditor be permitted to amend a Motion or Request for

Allowance of Administrative Expense Claim after the Bar Date.  
Allowance of such amendments would undermine the rationale of setting a bar date.

- (g) **PROOFS OF CLAIM OR INTEREST SHALL NOT BE FILED NAMING [LEAD DEBTOR' NAME] AS THE DEBTOR. [LEAD DEBTOR'S NAME] IS THE NAME PROVIDED FOR JOINT BANKRUPTCY ADMINISTRATION ONLY. IN EACH PROOF OF CLAIM FILED WITH THE COURT YOU MUST (1) NAME ONE SPECIFIC DEBTOR, AND (2) STATE THAT DEBTOR'S INDIVIDUAL BANKRUPTCY CASE NUMBER AS SET FORTH ABOVE. DO NOT COMBINE CLAIMS AGAINST TWO OR MORE DEBTORS INTO ONE PROOF CLAIM FORM.** In order to assist in the review and reconciliation of proofs of claim, claims should include copies of any invoices, statements or other documents which evidence or support the amount and basis of the claim.
- (h) CLAIMANTS WHO HAVE ALREADY FILED THEIR PROOFS OF CLAIM OR INTEREST SHOULD NOT FILE A DUPLICATE CLAIM OR INTEREST. Claimants who have filed a Proof of Claim or interest MAY file an amended Proof of Claim or interest by the Bar Date.

**ANY CLAIM, INTEREST, OR REQUEST FOR ALLOWANCE OF ADMINISTRATIVE EXPENSE CLAIM PURSUANT TO 11 U.S.C. § 503(b)(9) NOT PROPERLY FILED WITH THE CLERK WITHIN THE TIME SET FORTH ABOVE WILL BE FOREVER BARRED FROM SHARING IN THE ESTATE OR BEING TREATED AS A CLAIM OR INTEREST FOR PURPOSES OF VOTING OR DISTRIBUTION.**

Dated: @ \_\_\_\_\_, 200@.

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By: \_\_\_\_\_

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Counsel to Debtors.